

**AGENDA FOR REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
INVERNESS, FLORIDA, CITY HALL, 212 WEST MAIN STREET**

October 1st, 2013 – 5:30pm

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NOTICE TO THE PUBLIC

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and, for such purpose, may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based (Section 286.0105, Florida Statutes).

Accommodation for the disabled (hearing or visually impaired, etc.) may be arranged with advance notice of seven (7) days before the scheduled meeting, by dialing (352) 726 2611 weekdays from 8 AM to 4 PM.

ENCLOSURES*

1) INVOCATION, PLEDGE OF ALLEGIANCE AND ROLL CALL

2) PLEASE SILENCE ELECTRONIC DEVICES

3) SWEARING IN CEREMONY

4) ACCEPTANCE OF AGENDA

5) PUBLIC HEARINGS

- a) Project Carry Forward & Budget Adjustment, Fiscal Year 2014

6) OPEN PUBLIC MEETING

7) CITY ATTORNEY REPORT

8) PRE-SCHEDULED PUBLIC APPEARANCES

- a) Waste Management Presentation

9) MAYOR'S LOCAL ACHIEVEMENT AWARDS

10) CONSENT AGENDA

- a) Bill Listing*
 - Recommendation – Approval
- b) Council Minutes –09/17/13;09/19/13PH
 - Recommendation – Approval
- c) Proclamation – “Red Ribbon Week”
“Festival of the Arts”
 - Recommendation – Approval
- d) Withlacoochee Regional Planning Council Agreement*
 - Recommendation – Approval

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11) CITY MANAGER'S REPORT

Correspondence/Reports/Recommendations

- a) Budget Reserve Designations*
- b) Utility System Technology Fee – Resolution*
- c) Cooperative Funding Initiative (SWFWMD)*
- d) Fire Service MSBU Data (Will Be On Dais)
- e) Other

12) COUNCIL/MAYOR SUBJECTS

13) NON-SCHEDULED PUBLIC COMMENT

ADJOURNMENT

DATES TO REMEMBER

Ribbon Cutting Ceremony – Bicycle Blvd

Thursday, October 3rd, 2013 @ 5:30pm

Bicycle Blvd/N. Apopka Trailhead

Withlacoochee Bike Ride

Sunday, October 6th, 2013

Inverness Trail Head

Inverness Farmer's Market

Saturday, October 5th, 2013; 9:00am-1:00pm

Liberty Park

Cooter Scooter

Saturday, October 12, 2013; Registration @ 8:30am; Kick Off @ 10:00am

VFW Post 4337, Hwy 44 East

Cooter Culinary Crawl

Monday, October 14th, 2013

Downtown Inverness

Inverness City Council Regular Meeting

Tuesday, October 15th, 2013 at 5:30pm

Inverness Government Center

Agenda Memorandum – *City of Inverness*

DATE: September 27, 2013
ISSUE: Public Hearing – Project Fund Carry-Forward Resolution
Amending Fiscal Year 2013-14 Budget
FROM: City Manager
CC: Finance Director
ATTACHED: Memo by Sheri Chiodo Memo
Description of Projects
Resolution
Notice of Budget Public Hearing
Budget Summary 2013-14

This is an annual exercise to reconcile closure from the current fiscal appropriation to the new. The continuation of on-going project development from one fiscal cycle to the next is a normal action by City Council. During Fiscal Year 2012-13 much was accomplished, but some projects remain in development. To finalize projects using existing – allocated – funds, City Council must take several steps prescribed by Fl Statutes. Completion of these projects and the carry-forward of respective allocated funds means technically the adopted level of spending will increase in 2013-14, but that's on paper; tonight's action involves no new money. The budgeted carry-forward amount is \$3,021,971, to complete projects with appropriated funding from 2012-13.

Please see attachments for a project list and dollar amounts for all sections of the budget.

What Must Occur This Meeting?

To follow procedure, City Government is obligated to advertise and conduct a Public Hearing to provide disclosure and receive public comment. Following the Public Hearing and Council deliberation, the enclosed Resolution must be adopted to amend the budget for Fiscal Year ending September 30, 2014, and to enable the use of previously allocated funds for project development.

Recommended Action –

To finalize and carry-forward existing funds:

1. Motion, second and vote to read the Resolution by title
 - a. City Clerk reads Resolution title
2. Open the Public Hearing (Allow the City Manager to comment)
 - a. Those for; Those against
3. Close the Public Hearing to deliberate the matter
4. To proceed, motion and second to adopt the Resolution by Roll-Call


Frank DiGiovanni

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-Fl.gov

FINANCE DEPARTMENT



212 W. Main Street
Inverness, FL 34450
(352) 726-5016 Phone
(352) 726-5534 Fax

Memorandum

To: Frank DiGiovanni, City Manager

From: Sheri Chiodo, Director of Finance

CC: Debbie Davis, City Clerk

Date: September 24, 2013

Reference: Fiscal Year 2014 Appropriations Carry-Forward – All Funds

Department Directors have completed requests for project budget carry forwards for Fiscal Year 2014. The purpose of this amendment is to appropriate funds in Fiscal Year 2014 for projects that were not started or were started but not completed by September 30, 2013. The amounts not expended are proposed to be appropriated in Fiscal Year 2014 to ensure project completion without interruption.

A budget summary ad for publication, notice of public hearing, and resolution, has been provided with this submittal for your reference and council consideration. The total amounts of carry forward projects are **\$3,021,971** allocated between the General, Capital Projects, Utility and Cemetery Funds.

A Description of Affected Projects and Related Amounts are as Follows:

GENERAL FUND

Finance

Professional Services – Carry-forward funding to complete the Other Post-Employment Benefits (OPEB) Actuarial as required by the Governmental Accounting Standards Board for audit purposes. \$3,150

Roads and Streets

Contract Services – Tree Services - Appropriates funds to honor encumbrance for tree removal services. \$4,600

Special Events

Event Sponsorships – Appropriates funding for event sponsorships collected in Fiscal Year 2013 and not yet expended. \$12,063

Cooterfestival Event – Appropriates funds in FY 2014 to honor commitments/encumbrances made in FY 2013 for entertainment and contractual commitments for the event as well as funded expenditures for the event which have not been encumbered but were anticipated in FY 2013. \$13,212

CAPITAL FUND

General Government

Government Plaza - Continual development of Government Plaza concept for downtown Inverness. Providing for the interaction of various governmental agencies, providing for centralized government for citizens' access, and creating synergism through cooperation. \$363,550

Inverness Government Center Build-Out – Improvements “build-out” of the 2nd floor shell space as provided by the lease with the Division of Children and Families. \$441,000

Data Preservation - Implementation and maintenance of document imaging and records management systems. Project scope includes software acquisition, Tyler Consulting Solutions Best Business Practice analysis and custom documentation, implementation services and equipment including 2 scanners and 2 bar code readers. \$107,550

Central Business District Expansion Master Plan – Project commencement has not occurred and will be appropriated in FY 2014 for development. \$25,000

Art in Public Places - At several well-traveled intersections, along avenues and in other highly-visible areas, sculptures; murals or other media will create another focal point and destination spot that blends with the city's small town charm and character. \$40,000

Neighborhood Centers - Identify, develop and encourage small neighborhoods to work in partnership with the City, thereby improving the quality of life within them. Small entry ways with landscaping are envisioned to expand the beautification programs. Neighborhood watch programs started encouraged promoting safety. City wide clean up could focus on specific areas and get more cooperation from citizens. \$40,000

Security Cameras – IP – Continued funding to install security cameras in the Finance Department and IGC locations. \$12,000

Computer Equipment – Ongoing program to maintain and enhance technology throughout the city. \$88,324

Automation – Software – Continued implementation of software purchased in FY 2013 including Utility Billing, Fixed Assets, Business License, Central Property File, Tyler Connect, Tyler Cashiering, Applicant Tracking, GASB 34 Report Writer, Vendor Self Service, and Employee Self Service (web service pages), MapLink GIS Integration, and Mobile Application Development. \$109,609.

Data Backup System – Ongoing program to automate and improve system backup functionality. \$15,000

PC Replacement Program – Funding to replace outdated desktop computers throughout the City Departments. \$3,600

FDOT Enhancement Program – Continued grant funding FDOT Enhancement Grant is a program that creates a balanced and improved transportation system. Funding is provided for landscaping and scenic highway beautification, lighting, pedestrian and bicycle facilities and acquisition of scenic sites. Conceptual improvements have been planned on Forest Drive from SR 44 west to Independence Highway. \$35,000

Speed Trailer Program - Purchase and utilization of electronic monitoring enhances driver awareness of traveling speed, which is a proven method to improve safety and greatly increases efficiencies to the allocation of sworn Law Enforcement personnel. The system is well received by residents and drivers alike and has been highly effective when used. Additional units will expand the program. \$15,000

Public Works – Roads and Streets

Storm water Study – Engineering contract has been awarded to complete the study is project is currently underway. \$48,500

Sidewalk Construction - Sidewalk development is scheduled from a Sidewalk Program Priority List that was implemented in 2002. Funds will be reserved year to year until the reserve has reached a sufficient level to fund the next project. \$37,000

Shared CBD Solid Waste Point – Site development for placement of shared dumpster in the Central Business District. Costs to include construction of concrete pad, installation of secured fencing, and other site preparation work as needed. \$25,000

Road Resurfacing – Continuing program to maintain city streets. \$233,528

Landscape Improvements – Grant funding carried forward to complete the median landscaping at the western intersection of Hwy 44/41. \$9,000

Traffic Calming – Ongoing project to promote pedestrian safety and neighborhood tranquility by installing speed humps and curb bump-outs. \$51,250

Highland & Montgomery Intersection Improvements – Continue funding to design and construct improvements to the intersection of Montgomery and Highland, including traffic calming elements, wayfinding signs, and a neighborhood entrance. \$20,000

Zephyr Street Intersection Improvements - Design and construct improvements to critical intersections on Zephyr Street, including straightening the intersection at Zephyr and Cherry. Zephyr Street is a traffic reliever for HWY 44 and 41 for residents living on roads accessed by North Apopka Avenue. Funding represents the City's matching funds for the CIGP program for the design work as outlined in the 5-year FDOT Plan. \$75,000

N. Apopka/Dampier Improvement Area - This project will allow the creation of a public gathering space at the southeast corner of North Apopka Avenue and Dampier Street. Moving the sidewalk closer to the street in this area will maintain a clear path for pedestrian traffic while allowing space for seating, an overhead canopy, landscaping and other amenities designed to create an appealing area to congregate in Downtown Inverness. \$20,000

Development Services

ICRA Storefront Façade Program - This project continues the downtown redevelopment effort by promoting and partially funding storefront façade improvements within the CRA District. ICRA Storefront Façade Matching Grant Program pays up to 50% of the total cost of each project up to \$15,000. Each project application must be reviewed and approved by the ICRA Board and A/ARC Committee. \$10,900

Downtown Amenities Replacement – Annual on-going program to replace downtown amenities as necessary to improve the function of the downtown streetscape. Amenities would include but not be limited to benches, trash receptacles, tree grates, fencing, banners and other misc. street furniture. \$40,000

Valerie Theater – Ongoing program to renovate the Valerie Theater. \$212,000

North Apopka Ave Trailhead Project – Continued funding for Bicycle Master Plan Project. This streetscape/bicycle project will add a 5 foot bike lane on N. Apopka Ave., landscaped median, pedestrian bulb-outs, signage, a pedestrian refuge and crosswalk-traffic calming at the Withlacoochee State Trail crossing. The project would connect the two previously completed streetscape projects on N. Apopka Avenue and help create a "Bicycle Boulevard" that connects to downtown. \$62,775

Parks and Recreation

Whispering Pines Park

Parking Area Resurfacing – Multi-Year Parking Lot Resurfacing Program. Resurface areas with 1" or 1 1/4" thick cap of asphalt. \$35,000

Information Technology Upgrades - Upgrade productivity software including word processing, financial spreadsheets and presentation software to the latest release. The 2013

budget includes increased computing capacity to meet operational demands and to keep pace with technological advancements. \$4,760

Satellite Parks

Cooter Pond Theme Lighting - Boardwalk & landscape lighting as well as electrical outlets will be designed and installed throughout the Cooter Pond Linear Park. Illumination will accommodate special events and fee based activities. \$38,275

Kayak/Canoe Launch – Continued funding for construction of a kayak/canoe launch which will provide a low impact, healthy and environmentally friendly activity to the waterfront park system. The launch will be a tourist destination. \$25,000

WBP – Cason Property Development – Continue funding to design and construct improvements to the undeveloped area adjacent to Wallace Brooks Park. Plan includes demolition of the existing structures on the property. \$11,500

WATER & SEWER FUND

Citrus Booster Storage Tank Rehabilitation – Repairs and rehabilitation to the 500,000 gallon ground storage tank located at the Citrus Booster Station. A 2007 evaluation performed by the tank supplier, Crom Engineering, indicated that work should address: exterior crack repair and painting, leaking at the influent control valve, structural issues at the influent and effluent pipe lines of the tank. \$37,305

Lift Station Upgrades and Rehabilitation Program - General annual LS improvements to include electrical and panel replacements and upgrades for SCADA, wet-well lining, lift station equipment replacement, alarm installation, and lift station spare pumps. \$130,029

Mobile Generator - The mobile generator equipment will allow service during power outages to the lift stations that do not have an on-site generator. Existing generator is aging and not sufficient to keep all lift stations pumped to a desirable operating level during a power outage. Additionally, the unit is not fully compatible with some lift stations. \$52,700

Water Line Improvements – Upgrades – Continued funding to improve water lines and appurtenances in scenarios such as undersized infrastructure, unsuitable materials of construction, aged infrastructure, poor piping configurations or other situations which may be detrimental to the distribution piping system. \$3,835

Utility Acquisition Project – Feasibility study currently in progress to evaluate the acquisition of three utility systems from Citrus County including Rosemont/Rolling Green, Golden Terrace and Foxwood. \$8,500

Automated Meter Reading System – Installation of Automatic Metering Infrastructure (AMI) and equipment. \$375,000

Sewer Line Replacements – Ongoing program to upgrade aging infrastructure. \$16,456

Sewer Lateral Replacements – Continued funding to contract replacement of existing sewer laterals located in the public right-of-ways. \$20,000

CEMETERY FUND

Cemetery Study - A study to provide guidance for the future development and oversight of the cemetery. To streamline processes, encompass comprehensive maintenance, increase revenue and improve customer satisfaction. \$90,000

RESOLUTION 2013- 20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014, AMENDING THE GENERAL FUND, CAPITAL PROJECTS FUND, WATER/SEWER FUND, AND CEMETERY FUND REVENUES AND EXPENDITURES AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Inverness desires to amend the Fiscal Year 2013-2014 budget to provide for the recognition of Fiscal Year 2013 carry forward reserves and Grant Funds in the General, Capital Projects, Water/Sewer and Cemetery Funds; and

WHEREAS, the City Council desires to appropriate the reserves and grant funds for authorized project expenses appropriated in Fiscal Year 2013 and not expended; and

WHEREAS, the City Council held a public hearing on October 1, 2013; as required by Florida Statute 200.065; and

WHEREAS, Ordinance Number 2013-697, Section 5, authorizes amendments to the final adopted budget by resolution approved by the City Council of the City of Inverness, Florida.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF INVERNESS AS FOLLOWS:

Section 1. That revenue accounts in the General Fund shall be amended as follows:

Revenues	Original Budget	Revised Budget	Adjustment
Cash Balances Forward	\$3,251,741	\$3,284,766	\$33,025

Section 2. That expenditure accounts in the General Fund shall be amended as follows:

Expenditures	Original Budget	Revised Budget	Adjustment
General Government	\$2,126,566	\$2,129,716	\$ 3,150
Transportation	\$ 659,067	\$ 663,667	\$ 4,600
Culture/Recreation	\$ 469,947	\$ 495,222	\$25,275

Section 3. That revenue accounts in the Capital Projects Fund shall be amended as follows:

Revenues	Original Budget	Revised Budget	Adjustment
Cash Balances Forward	\$1,835,816	\$4,046,937	\$2,211,121
Grants and Local Shared Revenue	\$1,163,000	\$1,207,000	\$ 44,000

Section 4. That expenditure accounts in the Capital Projects Fund shall be amended as follows:

Expenditures	Original Budget	Revised Budget	Adjustment
General Government	\$ 215,000	\$1,460,633	\$1,245,633
Physical Environment	\$ -0-	\$ 73,500	\$ 73,500
Public Safety	\$ 15,000	\$ 30,000	\$ 15,000
Transportation	\$1,165,840	\$1,646,618	\$ 480,778
Economic Environment	\$1,358,400	\$1,409,300	\$ 50,900
Culture/Recreation	\$ 2,209,559	\$2,598,869	\$ 389,310

Section 5. That revenue accounts in the Water/Sewer Utility Funds shall be amended as follows:

Revenues	Original Budget	Revised Budget	Adjustment
Cash Balances Forward	\$3,686,528	\$4,330,353	\$ 643,825

Section 6. That expenditure accounts in the Water/Sewer Utility Funds shall be amended as follows:

Expenditures	Original Budget	Revised Budget	Adjustment
Physical Environment	\$4,200,025	\$4,843,850	\$ 643,825

Section 7. That revenue accounts in the Cemetery Fund shall be amended as follows:

Revenues	Original Budget	Revised Budget	Adjustment
Cash Balances Forward	\$ 93,525	\$183,525	\$ 90,000

Section 8. That expenditure accounts in the Cemetery shall be amended as follows:

Expenditures	Original Budget	Revised Budget	Adjustment
Physical Environment	\$ 54,828	\$ 144,828	\$ 90,000

Section 5. That this resolution shall be effective on the 1st day of October, 2013

PASSED AND ADOPTED this ___ day of _____, 2013.

CITY OF INVERNESS

By: _____
Linda Bega
 President of City Council

ATTEST:

Deborah Davis
 City Clerk

NOTICE OF BUDGET HEARING

The City Council of the City of Inverness will hold a public hearing on Tuesday, October 1, 2013 at 5:30 p.m. at the Inverness Government Center, 212 W. Main Street, Inverness, FL to consider and finalize a resolution amending the adopted budget for the General, Capital Projects, Cemetery and Utility Funds for the fiscal year commencing October 1, 2013 and ending September 30, 2014.

**BUDGET SUMMARY
CITY OF INVERNESS**

2013/2014 FISCAL YEAR

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF INVERNESS ARE 13.87% LESS THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

ESTIMATED REVENUES	GENERAL FUND	WHISPERS PINES PARK	ROAD IMPROVEMENT FUND	CAPITAL PROJECTS FUND	WATER & SEWER	CEMETERY	IMPACT FEE FUND	PENSION FUNDS	TOTAL BEFORE COMPONENT UNIT	I.C.R.A. TRUST FUND	TOTAL ALL FUNDS
TAXES:											
AD-VALOREM MILLAGE PER \$1000 - 6.4955	2,164,571								2,164,571		2,164,571
AD-VALOREM Delinquent Taxes	100,000								100,000		100,000
SALES AND USE TAXES	295,000								295,000		295,000
FRANCHISE FEES	742,100								742,100		742,100
UTILITY SERVICE TAXES	670,000								670,000		670,000
COMMUNICATIONS SERVICE TAX	360,000								360,000		360,000
LICENSES AND PERMITS	110,550								110,550		110,550
GRANTS AND LOCAL SHARED REVENUES		7,500		1,207,000	500,000				1,714,500	65,000	1,779,500
STATE SHARED REVENUES	679,000								679,000		679,000
CHARGES FOR SERVICES	886,570	71,850			3,056,530				4,014,950		4,014,950
FINES AND FORFEITURES	19,500								19,500		19,500
INTEREST EARNINGS	65,250	800		20,000	69,700	44,450		6,500	206,700	1,500	208,200
RENTS & ROYALTIES	107,163				250				107,413		107,413
SPECIAL ASSESSMENTS/IMPACT FEES	600			262,500			25,000		288,100		288,100
CONTRIBUTIONS/DONATIONS	2,390	300		300,000					302,690		302,690
SALE OF FIXED ASSETS						12,400			12,400		12,400
PENSION CONTRIBUTIONS								4,500	4,500		4,500
MISCELLANEOUS REVENUES	22,700	3,200		20,000	19,800	500			66,200		66,200
DEBT PROCEEDS				221,899	1,913,876				2,135,775		2,135,775
TOTAL SOURCES	6,225,394	83,650	-	2,031,399	5,560,156	57,350	25,000	11,000	13,993,949	66,500	14,060,449
TRANSFERS IN	415,000	555,869		639,570	3,376,170	51,978			5,038,587	60,000	5,098,587
FUND BALANCES/RESERVES/NET ASSETS	5,653,258	372,412	154,695	6,383,767	5,292,478	798,529	362,083	380,242	19,397,464	29,328	19,426,792
TOTAL REVENUES, TRANSFERS & BALANCES	12,293,652	1,011,931	154,695	9,054,736	14,228,804	907,857	387,083	391,242	38,430,000	155,828	38,585,828
EXPENDITURES											
GENERAL GOVERNMENTAL	2,129,716			1,460,633				5,500	3,595,849		3,595,849
PUBLIC SAFETY	762,808			30,000					792,808		792,808
PHYSICAL ENVIRONMENT	1,021,700			73,500	4,843,850	144,828			6,083,878		6,083,878
TRANSPORTATION	663,667			1,646,618					2,310,285		2,310,285
ECONOMIC ENVIRONMENT	212,946			1,409,300					1,622,246	38,495	1,660,741
CULTURE & RECREATION	495,222	597,519		2,598,869					3,691,610	-	3,691,610
DEBT SERVICES	-				708,248				708,248	-	708,248
TOTAL EXPENDITURES	5,286,059	597,519	-	7,218,920	5,552,098	144,828	-	5,500	18,804,924	38,495	18,843,419
TRANSFERS - OUT	994,369	42,000		154,070	3,776,170	55,478			5,022,087	76,500	5,098,587
FUND BALANCES/RESERVES/NET ASSETS	6,013,224	372,412	625	1,835,616	4,900,536	707,551	387,083	385,742	14,602,989	40,833	14,643,822
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	12,293,652	1,011,931	154,695	9,054,736	14,228,804	907,857	387,083	391,242	38,430,000	155,828	38,585,828

THE AMENDED BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD

09/25/2013 08:34

CITY OF INVERNESS

VENDOR DOCUMENT	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 10/02/13
			TOTALS FOR DUKE ENERGY		10,300.81
			TOTALS FOR SUMTER ELECTRIC COOPERATIVE INC		8,949.94
			TOTALS FOR PETTY CASH		36.36
			TOTALS FOR WESCO TURF INC		193.18
			TOTALS FOR WRIGHT EXPRESS		318.44
			TOTALS FOR SHERRIE GEICK		78.75
			TOTALS FOR HYATT CORPORATION		516.00
			TOTALS FOR DUMONT COMPANY INC		336.00
			TOTALS FOR PUBLIC RISK INSURANCE AGENCY		15,841.29
			TOTALS FOR ANDY EASTON & ASSOCIATES		4,000.00
			TOTALS FOR LOWES		29.11
			TOTALS FOR WOODARD & CURRAN, INC		90,960.19
			TOTALS FOR MAILFINANCE INC		825.32
			TOTALS FOR WILSON, CATHY		171.30
			TOTALS FOR PERKINS, VICKIE		171.30
			TOTALS FOR AT & T MOBILITY NATIONAL ACCOUNTS LLC		25.02
			TOTALS FOR WILLISTON DOOR & MILLWORK, INC		1,223.00
			TOTALS FOR MUSCARO, ELIZABETH P		564.59
			TOTALS FOR JEFFERY S CAMASI		56.00
			REPORT TOTALS		134,596.60

** END OF REPORT - Generated by Esther Kirkland **

September 17th, 2013
5:30 PM

The City Council of the City of Inverness met on the above date in Regular Session at 212 W. Main Street with the following members present:

President Bega
Vice President Hinkle (arrived @ 5:45)
Councilwoman Hepfer
Councilman McBride
Mayor Plaisted

Also present were City Manager DiGiovanni, City Attorney Haag, Asst. City Manager Dick, CM in Training Williams, Interim Development Services Director Malm, Public Works Director Cottrell, Finance Director Chiodo, Event Director Skeelee-Hogan and City Clerk Davis.

The Invocation was given by Councilman McBride and the Pledge of Allegiance was led by the City Council.

ACCEPTANCE OF AGENDA

Councilwoman Hepfer motioned to accept the Agenda as presented. Seconded by Councilman McBride. The motioned carried.

PUBLIC HEARINGS

None

CITY ATTORNEY REPORT

None

SCHEDULED APPEARANCES

Alex Glenn, President of Duke Energy, Florida, presented a check for \$50,000 to Elected Officials of both the City of Inverness and City of Crystal River, to support local economic development along US 19 and in downtown Inverness. He also stated they have been part of both these communities for more than a half century, and on behalf of the foundation, they were here to stay. Mr. Glenn commended Inverness City Council on the how beautiful the Inverness Government Facility is, as well as the collegiality of the City of Inverness and City of Crystal on how people get along.

MAYOR'S LOCAL ACHIEVEMENT AWARDS

None

CONSENT AGENDA

Councilwoman Hepfer motioned to accept the Consent Agenda. Seconded by Councilman McBride. The motion carried.

a) Bill Listing*

- Recommendation – Approval
- b) Council Minutes – 09/03/13 & 09/05/13PH
 - Recommendation - Approval

CITY MANAGER’S REPORT

9)a) Uniforms Contract – Piggy Back was addressed by City Manager DiGiovanni who explained how the City provided uniform clothing to maintenance worker personnel in Public Works and Park Departments. They are provided under contract with Unifirst Uniform Rental for the last four year. We previously piggy backed with Alachua County who chose not to renew their contract. The City of Palatka is under a competitive bid with this company, and paperwork is in order to piggy back their bid. Pricing is without change and will not have an effect to the City budget.

Councilman McBride motioned to piggy back the City of Palatka Bid, RFP #012111, for Uniform Rental and Laundry Services. Seconded by Councilwoman Hepfer. The motion carried unanimously.

9)b) Leeson’s Trailer Park Easement MOU was addressed City Manager DiGiovanni explained that the city is not sure when a storm water pipe and structure was installed from Zephyr Street to a catch basin located in the Leeson’s Trailer Park. We cannot determine who may have done the work to the easement, and we are not sure of ownership, but we are trying to manage a storm water situation to assist residents of that community. Attached is a memorandum of understanding (MOU) that was develop by staff and reviewed by legal counsel for Council to execute. Ownership and future responsibility is an ongoing item that we hope to resolve.

Councilman McBride motioned to authorize the Council President to execute the enclosed MOU. Seconded by Councilwoman Hepfer. The motioned carried unanimously.

9)c) Special Event Filing Fee Adjustment was addressed by City Manager DiGiovanni who explained that the proposed amendment was to the Special Event Policy which outlines specific fees that may be charged for events held throughout the city. A filing fee of \$250 per event is currently being charged to a not-for-profit organization to sell and service Alcoholic Beverages during an event. The city is aggressively conducting more events and “taxing” the not-for-profits organizations. Our goal is to make things less stressful and profitable for them. We are recommending that we modify the fee structure from \$250/event to five percent (5%) of the net proceeds from the sale of alcohol once an event is complete.

Councilwoman Hepfer motioned to approve the underlined modification to the Special Event Fee Schedule or Filing Fees for the sale of alcoholic Beverage at a City sponsored event to be effective immediately. Seconded by Councilman Hinkle. . The motion carried unanimously.

9)d) DCF Lease Agreement was addressed. City Manager DiGiovanni advised that the final Lease Agreement between the Department of Children and Families and the City of Inverness was being presented this evening for their authorization. The agreement

captures the cost to build-out of the available space on the second floor of the Inverness Government Center and provides compensation for the general operation and services associated with that section of the building. In addition to the basic lease is an addendum that clarified the option component of renewal for up to seven years by mutual consent. The lease has been reviewed by Legal Counsel, is ready for Council action, and is structured for the City Manager to execute the document. If approved, construction will commence this date. He noted that the lease is based upon the building operation and maintenance costs, which covers the improvements to the second story. The build out cost will be funding up front by the City, but will come back to the City. The lease has an option for an additional seven years. This program, when enacted by City Council, will have a large impact on the community as a whole; the business community in general, and on the downtown with significance, since it involves 40 DCF employees, which brings new money into community.

Councilman McBride questioned if at the end of the first seven (7) year term, will the construction cost have been recaptured, with the City Manager DiGiovanni confirming and adding that we will then get into the renewal aspect of the lease.

Councilman Hinkle stated that this is what we envisioned when we built this building, and is a tremendous opportunity.

Councilwoman Hepfer noted how this will bring money into the downtown economy.

Mayor Plaisted questioned if the reception area on the first floor would be manned. City Manager DiGiovanni noted that we will be looking at the proceeds and possible leverage income from DCF, to cover the reception area, but will not make premature decision, and after evaluation, staff the reception area based on need.

Councilwoman Hepfer motion to accept and authorize the City Manager to execute the documents. Seconded by Councilman Hinkle. The motion carried unanimously.

9)e) Landfill Disposal RFP Award was addressed with City Manager DiGiovanni explaining that this is the RFP for the City of Inverness to competitively receive proposals on Disposal of Residential & Commercial Waste and is being presented to City Council to provide an opportunity to have choice and options. Four responses were received from the following firms:

Citrus County Division of Solid Waste	\$45.00 per ton
Waste Management Inc. of Florida	\$44.50 per ton
Heart of Florida Environmental	\$27 per ton
Covanta Lake, Inc.	Unable to provide a firm proposal

City Manager DiGiovanni reviewed the responses/submittals of each and noted how considerable time was taken to review each submittal for completeness, approach, and efficiency for disposal of its residential and commercial waste beginning October 1, 2013. He noted considerations given for the distance of the facility from the city. The cost increase for increased distance would have to be substantial to offset the favorable bid of \$27 per ton delivered waste. He advised how the City waste stream is divided into four categories: Solid Waste, Vegetative Matter, Recycled Material and Bio Solids. He noted the four variables to consider: Disposal Tonnage, Material Type, Hauling Cost, and Tipping Cost, and provided an analysis for additional information. The following represents the minimum/maximum amounts for savings; however as the city grows, and

more “tonnage” is collected, the amount saved stands to increase. \$65,598 x’s 5 years = \$327,990; \$83,850 x’s 5 years = \$419,250.

He spoke to herbicides and hazardous materials, and noted that we are looking to, on an annual basis, having City Clean-up/Amnesty Day, making contact with companies providing these type services. We will also inquire with Heart of Florida on what they may be able to provide.

The RFP called for an initial term of five (5) years, with a two (2) year renewal. To address any concerns that may exist with respect to duration, the suggested approach is for the city to move toward an initial term of three (3) years, followed by two single year renewal terms.

City Manager DiGiovanni stated that the recommendation is to take advantage of a changing market to free up anywhere from \$66,000 to \$89,000 on a per annum basis to provide services.

Councilman McBride questioned what the City’s fall back would be if Heart of Fla. Environmental goes out of business? City Manager DiGiovanni advised that Heart of Florida Environmental has partnered with Marion County, which has been an enormous investment by Marion County, and they have a long term relationship (20years). If that were to happen, we then have the option of contacting Citrus County, as well as Covanta, who will likely have capacity within a year or two. There are safety moves all through this. He also noted that we are contracted with the largest hauler in the world (WM), which have options.

Councilman Hinkle motioned to award the agreement for the city’s contract for the disposal of its residential and commercial waste to Heart of Florida Environmental for \$25 per ton, plus to include a \$2.00/ton host fee, of delivered waste as proposed in their submittal, and to waive the published term in the RFP and authorize the Council President execute the agreement with an initial term of three (3) years with two single year renewals by mutual consent. Seconded by Councilwoman Hepfer. The motion carried unanimously.

9)f) Inter Local Renewal for Solid Waste Disposal was addressed by City Manager DiGiovanni, who noted that the City entered into an Interlocal Agreement for the disposal of Solid Waste in 2005, and has been renewed in one year periods by mutual consent since inception. The rate remains unchanged for this year’s renewal at \$45.00 per ton. The County was a respondent to the RFP and met with staff to discuss the merits of renewing the interlocal agreement for disposal of solid waste . He noted that the County desires to renew the interlocal agreement at \$45 per ton, which would not be the most cost efficient and effective option for the city . It is recommended that Council not renew the current interlocal agreement with the County.

Councilman Hinkle motioned to not renew the current Interlocal Agreement with the county for the disposal of solid waste. Seconded by Councilwoman Hepfer. The motion carried unanimously.

9)g) Sanitation Rate Adoption – Multi-Dwelling Service was addressed by City Manager DiGiovanni who advised that the proposed change to the sanitation rate schedule is based on a commercial application of residential units. By definition, an apartment complex is a commercial capacity that contains dwelling units. To be fair, the

City's commercial sanitation program is fee based and should capture all commercial ventures. By a careful review of conditions, and based on improvements to City Code of Ordinances as they relate to sanitation, we developed the enclosed rate schedule that is reasonably based on the cost of residential service, and is modified by mutual consent of the contracted hauler. He noted that the residential and commercial sanitation program of the city required constant oversight, enforcement, and modification. For the first time this year the Sanitation program has been managed, billed, collected and enforced through the staff vs. Waste Management, which is helpful for many reasons. We are able to better track and bill accordingly.

Councilman Hinkle motioned to approve the modified commercial sanitation rate structure show in Attachment "A", and the Fiscal Year 2013/14 Customer Rate Schedule, and authorize the City Manager to implement the changes and execute the contract amendment with Waste Management. Seconded by Councilwoman Hepfer. The motion carried unanimously.

9)h) Council Vacancy & Appointment – City Manager DiGiovanni noted that at the previous meeting, City Council was unable to reach a unanimous decision and tabled the matter to the following City Council meeting. Elements of agreement were that it was in best interests to reach agreement to avoid the expense to conduct a special election and a decision would be better than having an election with a low turnout. It was requested by council that each candidate submit a resume, and make a verbal presentation, followed by a Q & A session.

Councilman McBride suggested that while one candidate is being questioned that the others step outside, to meet unanimously and take an initial vote after hearing from each candidate. Attorney Haag noted that was alright as long as the candidates each agreed to do so.

The three candidates made presentations in the following order - Brian Cavanaugh, Brad Gibbs, and David Ryan, providing information presented in each of their resumes and the reason for their interest in running for the council seat.

Councilman McBride, Councilman Hinkle and President Bega each asked various questions to the candidates.

When the process was completed, City Clerk Davis asked each Council member their choice of candidate selection, with each choosing David Ryan as their first choice.

Councilwoman Hepfer motioned to appoint David Ryan to fill the unexpired term of the seat held by former Councilwoman Consuegra. Seconded by Councilman McBride. The motion carried unanimously.

City Manager DiGiovanni noted that we will be swearing in David Ryan at the beginning of the next Council meeting on October 1, 2013.

City Manager DiGiovanni additionally reported on the following:

- Regarding solid waste disposal, Citrus County will send a letter to every resident and business of city to inform them of a change. We are making the change and will impart that information to our residents & businesses via newsletter, utility bill, tweets, webpage & newspaper.

- Anyone who didn't have the ability to be here for 9-11 ceremonies, memorial, and freedom walk, make note to do so next year. All who participated were affected by the moment and lasted through the evening and days after. Hats off to Michelle Tewell, Andy Tarpey , NARLEO & Fire Dept.
- The potential of the TDC coming into our building has changed. Led by Chamber of Commerce, the TDC & EDC will be joining the Chamber and share a facility in downtown Crystal River. Contacted Andy Houston that we are here to support them, even if didn't transform into what we were looking for.
- Announced a potential open air market on Dampier St. between N. Apopka & Pine Ave. This is moving forward, working with telephone company regarding properties, in positive direction. Looking at a 3-year window before materialization of one of finest venues to our community.
- Valarie Theatre has had continuous changes with the plaza, but is moving forward. We are building more than a Theatre, we are building something that is very functional and accommodating to many different cultural activities.
- A presentation will be made by Citrus County on October 15 to the City of Inverness. The County will be here with a number of participants regarding the fire program's MSBU. He advised that there is a lot of information that needs to be considered before any decisions are made. Our goal has been to make sure that before we consider any charges, we've looked at all variables. We need to secure information we currently don't have and to allow the information to be imparted in an effective means hopefully before the 15th. We will be taking action out of Managers Office to secure expert opinion that we feel Council will need.
- This will be the last meeting he will be serving as an employee of the city.

COUNCIL/MAYOR SUBJECTS

Mayor Plaisted stated he was thankful we found a way for City Manager DiGiovanni to continue on. He congratulated David Ryan and stated he appreciated Brian Cavanaugh's youth and enthusiasm and thankful to Brad Gibbs and hope for his continued commitment to the city. 9-11 was tribute to those who lost their lives. Thanked all involved in the ceremonies. Character Trait for September is Responsibility.

Councilwoman Hepfer spoke to the 9-11 event. Congratulations to Dave Ryan and the other candidates. She spoke to the letter from the Boy Scout regarding his Eagle Scout project.

Councilman McBride commented on the 9-11 program and mentioned Frank's speech was outstanding. Congratulated David Ryan and expressed there were 3 really outstanding candidate. On Sept. 26, TPO meeting will be here, unless changed again. Thanked Duke Energy for \$50,000 check. Regarding the agreement with Heart of Florida, the City is creating efficiencies for the best interest of the City of Inverness. He

spoke of Whispering Pines Park and an agreement with the County, and the \$2M in taxes from city residents to the county.

Councilman Hinkle stated he met with Commissioner Meek after last Council meeting, and advised in the future they need to ask to be on the agenda. He did ask how much tax money do the citizens of Inverness put into the county coffers. Know it's around \$2 million dollars. DCF will have a big impact on our community. He spoke to the Heart of Florida contract and the benefit of the City. Councilman spoke of the Bass Masters Tournament on September 21st.

President Bega commented on the TDC & EDC joining forces with the Chamber. She stated that the meeting last week was the first they ever knew about it. Our vote was to look into further what could be done with the building and what would the share be. There has not been a commitment. Congratulations to Dave Ryan.

CITIZENS NOT ON AGENDA

David Ryan stated he appreciates their vote of confidence and looks forward to seeing Brad Gibbs & Brian Cavanaugh, and looks forward to working with Council.

Meeting Adjourned at 7:51pm.

City Clerk

Council President

September 19, 2013
5:01pm

The City Council of the City of Inverness met on the above date in a Public Hearing Session for FY 2013/14 Final Budget at 212 W. Main Street with the following members present:

President Bega
Vice President Hinkle (Not Present)
Councilwoman Hepfer
Councilman McBride
Mayor Plaisted (Not Present)

Also present were City Manager DiGiovanni, Asst. City Manager Dick, CM in Training Williams, Finance Director Chiodo, and City Clerk Davis.

The following Notice was served to all Council, Mayor, Media, publicly posted, and TRIM'S were mailed to each City of Inverness property owner by the Property Appraiser's Office.

NOTICE

DATE: June 29th, 2013

PLEASE BE ADVISED **BUDGET RELATED WORKSHOPS** HAVE BEEN SCHEDULED PER THE CITY COUNCIL OF THE CITY OF INVERNESS, AT 212 W. MAIN STREET, INVERNESS, FLORIDA, AS FOLLOWS:

July 23 rd , 2013	5:30pm	City-Wide Budget Workshop
July 25 th , 2013	5:30pm	Budget Workshop (if necessary)
Sept. 5 th , 2013	5:01pm	Tentative Budget Adoption - 1 st Public Hearing
Sept. 19 th , 2013	5:01pm	Final Budget Adoption - Final Public Hearing

/s/ Linda Bega
Linda Bega, Council President

Council President Bega stated the purpose of this hearing was to adopt a property tax rate (or millage) and budget for the 2013-2014 fiscal year for the City of Inverness. A proposed property tax rate was advertised on the TRIM notices of 6.4955 mills. The City Budget has been finalized using the rate 6.4955 mills. The Final Millage Levy of 6.4955 Mills represents no tax increase.

Council input: None

Council President Bega asked if there was anyone present who wished to address the council as to any item within the Budget or millage levy. There was no one wishing to speak.

President Bega advised that proposed budget was developed using the rate of 6.4955 mills. The next motion must be to adopt the final millage rate. Any budget amendments

may be made after adoption of the final millage rate. He asked if there was motion to read the Final Mill Levy Resolution by title only.

Councilwoman Hepfer motioned to read the Final Mill Levy Resolution by title only. Seconded by Councilman McBride. The motion carried.

RESOLUTION 2013 - 19

A RESOLUTION OF THE CITY OF INVERNESS OF CITRUS COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR THE CITY OF INVERNESS FOR FISCAL YEAR COMMENCING ON OCTOBER 1, 2013 AND ENDING ON SEPTEMBER 30, 2014; AND PROVIDING FOR AN EFFECTIVE DATE.

Councilman McBride moved to adopt the Final Mill Levy Resolution, adopting the millage rate of 6.4955 mills for 2013-2014 fiscal year. Seconded by Councilwoman Hepfer. Roll call vote was as follows: Councilman McBride, yes; Councilwoman Hepfer, yes; President Bega, yes. The motioned carried.

President Bega then stated the next item for consideration was the Ordinance to adopt the City Budget for fiscal year 2013/2014. He asked if there was a motion to read the Ordinance by title only. **Councilwoman Hepfer motioned to read the Ordinance by title only. Seconded by Councilman McBride. The motion carried.**

ORDINANCE NO. 2013-697

AN ORDINANCE OF THE CITY OF INVERNESS, FLORIDA ADOPTING A FINAL BUDGET COMMENCING OCTOBER 1, 2013 AND ENDING SEPTEMBER 30, 2014; PROVIDING FOR PROPOSED EXPENDITURES; PROVIDING TAXABLE VALUES; PROVIDING FOR OPERATIVE FISCAL YEAR; PROVIDING FOR EXPENDITURES DURING FISCAL YEAR AND SUBSEQUENT HOLD OVER FUNDS; PROVIDING FOR AMENDMENTS TO BUDGET; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR EFFECTIVE DATE.

President Bega asked if there was a motion to adopt the Budget Ordinance for 2013-2014 fiscal year, as proposed? **Councilman McBride motioned to adopt the Budget Ordinance adopting the final budget for the 2013-2014 fiscal year as proposed on the second reading . Seconded by Councilwoman Hepfer. Roll call vote was as follows: Councilman McBride, yes; Councilwoman Hepfer, yes; President McBride, yes. The motion carried.**

The meeting adjourned @ 5:08pm.

City Clerk

Council President

CITY OF INVERNESS

09/26/13

MEMO

TO: Elected Officials

FROM: City Clerk

SUBJECT: Authorization for Proclamation Issuance

- "Red Ribbon Week"
- "42nd Festival of the Arts"

CC: City Manager

Enclosures: Draft Proclamations

The enclosed request is for the Inverness City Council to consider and authorize issuance of a Proclamation in recognizing:

- "Red Ribbon Week"
- "The 42nd Festival of the Arts"

Recommended Action –

If City Council supports the above listed subject, and wishes to issue a Proclamation, please motion and vote to authorize that we finalize such Proclamation to be issued by the Mayor as arranged by the Office of the City Clerk.



City Clerk

Proclamation

WHEREAS, Partners for a Substance-Free Citrus, Inc., value the health and safety of all our citizens; and

WHEREAS, substance abuse is particularly damaging to one of our most valuable resources, our children, and a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides; and

WHEREAS, it is the goal of Red Ribbon Week and Partners for a Substance-Free Citrus, to involve families, schools businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establish an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug use, and

WHEREAS, the Red Ribbon Week Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drugs, and

WHEREAS, there are many activities planned during the Red Ribbon Week Campaign in Citrus County,

NOW, THEREFORE, BE IT RESOLVED That I, Bob Plaisted, serving as Mayor of the City of Inverness do hereby proclaim **October 21st through October 25th 2013**, as

“Red Ribbon Week”

Bob Plaisted, Mayor
City Council of Inverness

ATTEST:

Deborah Davis, City Clerk

Proclamation

WHEREAS, the Festival of the Arts is a tradition, bringing focus to its historical significance and preservation of all art forms; and

WHEREAS, the Festival of the Arts, coordinated by the City of Inverness, the Festival of the Arts Committee, and the Citrus County Chronicle, is celebrating 42 years of successfully sharing the talents of Artists and Craftsmen from across the Country; and

WHEREAS, an appreciation of the Arts is experienced by all ages the 1st weekend in November around Courthouse Square; and

NOW, THEREFORE I, Bob Plaisted, Mayor of the City of Inverness do hereby proclaim November 2nd and 3rd 2013, as

THE 42nd FESTIVAL OF THE ARTS WEEKEND

in the City of Inverness, and urge our citizens to participant in this event.

Bob Plaisted, Mayor
City of Inverness

ATTEST:

Deborah Davis, City Clerk

Agenda Memorandum – *City of Inverness*

DATE: September 24, 2013
ISSUE: Withlacoochee Regional Planning Council Annual Agreement
FROM: City Manager
CC: City Clerk, Finance Director & Development Services Director
ATTACHED: Transmittal Letter
WRPC Agreement w/Exhibits A&B for 10/01/13 – 09/30/14


The City has maintained an annual contract with the Withlacoochee Regional Planning Council (WRPC) for many years. The WRPC provides planning services that may be affiliated with any project or purpose the City may choose. The WRPC has administered our EAR update (state mandate) for the Comprehensive Plan and has a solid base of information to continue with other state mandated updates that relate to planning purposes. In addition to meeting state required reports, the WRPC is able to perform any matter of a planning venue at a reasonable cost.

The enclosed agreement has a term of one year and the same as the existing contract. Labor and related charges by the WRPC are typically less than the private sector. The WRPC Executive Director has presented the document for action by City Council. If approved, we will secure all signatures to finalize the matter.

Recommendation:

It is recommended that City Council motion and vote to accept the agreement, and authorize the President to execute the document for a one-year term. (The duration of this contract matches the fiscal cycle for city government.)

Thank you for your attention to this matter.


Frank DiGiovanni

MICHAEL R. MOEHLMAN
EXECUTIVE DIRECTOR

1241 S.W. 10TH Street
OCALA, FLORIDA 34471-0323

Telephone 352-732-1315
FAX 352-732-1319
email: mailbox@wrpc.cc
Http://www.wrpc.cc



OFFICERS

DENNIS DAMATO
CHAIR

WHITNEY "STONEY" SMITH
VICE-CHAIR

MARTHA HANSON
SECRETARY

September 20, 2013

Mr. Frank DiGiovanni, City Manager
City of Inverness
212 W. Main Street
Inverness, FL 34450

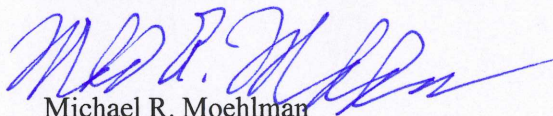
Dear Mr. DiGiovanni:

Enclosed please find two original copies of contracts for renewal of the City of Inverness's service agreement with the Withlacoochee Regional Planning Council; the agreement is for services needed through September 30, 2014. Once the contract has been approved by the appropriate authority, please return one fully-executed copy for our files.

The agreement is essentially the same as the one for the fiscal year ending September 30, 2013; the contract imposes no retainers and all services are performed only on written request.

Please telephone if you have any questions.

Sincerely,


Michael R. Moehlman
Executive Director

MRM:bjf

Enclosures

AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN
THE CITY OF INVERNESS
AND THE
WITHLACOOCHEE REGIONAL PLANNING COUNCIL

THIS AGREEMENT, made and entered into by and between the City of Inverness hereinafter referred to as "Local Government," and the Withlacoochee Regional Planning Council, hereinafter referred to as "Council."

WITNESSETH:

WHEREAS, the Local Government desires to engage the Council to render professional planning services in connection with an undertaking which is to be financed by the Local Government;

NOW, THEREFORE, for and in consideration of the mutual terms, covenants and conditions herein contained to be complied with by the parties hereto, the parties hereto contract and agree as follows:

1. Performance of Service: Local Government hereby contracts and agrees to engage Council to perform such services on behalf of Local Government as provided for in Exhibit "A" attached hereto and made a part hereof, and to compensate Council for its performance of said services as provided for in paragraph 4 and Exhibit "B" herein. Said services shall be scheduled and arranged in accordance with the provisions of Exhibit "A".
2. Area Covered: Council shall perform its services as provided for in Exhibit "A" attached hereto in connection with and respecting the following area or areas, herein called the "service area." Said service area being that area contained within the municipal limits of the City of Inverness.
3. Contract Period: (See Paragraph 6).
4. Compensation and Method of Payment: Council shall be compensated for the services it renders to Local Government as provided for herein in accordance with the schedule provided for in Exhibit "B" (Payment Schedule) attached hereto and made a part hereof. Council shall submit invoices to the Local Government in accordance with the Payment Schedule provided for in Exhibit "B" attached hereto which shall be due and payable by Local Government upon their receipt of same. The parties hereto understand and agree that the payment to Council by Local Government shall be in accordance with the provisions of Exhibit "B" attached hereto, and that Local Government at the expiration of the term of this AGREEMENT shall be responsible for the actual direct costs and expenses incurred by Council for the provision of the professional services; said direct costs and expenses shall include time of personnel, travel, and associated costs.
5. Council Coordination: The Council shall maintain a close working relationship with the Local Government. The Council shall coordinate with the director of development services, who shall be designated as the Program Coordinator with the Council throughout the contract period.
6. Duration and Termination: It is mutually agreed that this agreement shall commence October 1, 2013 and continue through September 30, 2014. However, this AGREEMENT may be terminated subject to the terms of the AGREEMENT. It is mutually agreed that each of the parties shall have, and there is hereby reserved to each party the absolute right to cancel and annul this AGREEMENT at any time

upon thirty (30) days written notice to the other party. In the event of termination of this AGREEMENT, all finished and unfinished research, prepared by the Council under this AGREEMENT shall be made available to the Local Government. The Local Government shall be billed for all costs incurred for services provided by the Council after the termination of this AGREEMENT.

7. Contract Modification: Local Government and the Council shall mutually agree upon any extension of or revision, modification, or addition to this AGREEMENT and/or any provisions of Exhibit "A" all of which extensions, revisions, modifications and additions shall be in writing and signed by the parties. Upon the decision to modify this AGREEMENT, a mutually agreeable fee for the performance of the modified services shall be negotiated and agreed upon by the parties hereto in writing.

IN WITNESS WHEREOF, the Local Government and the Council have executed this AGREEMENT the day and year first above written.

Witnesses:

City of Inverness

DATE: _____

BY: _____

Title

Withlacoochee Regional Planning Council

Witnesses:

Glenda J. Roberts
B. J. Fowler

DATE: September 19, 2013

BY: 

Michael R. Moehlman, Executive Director

Title

EXHIBIT "A"

Task I: General services to be provided by the Council

The following services are to be provided by the Council as requested by the Local Government:

1. Attend Local Government's planning and zoning board meetings when requested in advance by the Local Government.
2. Provide professional planning products, advice and comments on planning and land development regulation matters as requested by the Local Government.
3. Review, and provide comments and/or products on other matters requiring professional planning expertise as requested by Local Government.

Task II: Requests for attendance at meetings and review of matters mentioned under Task I

1. With regard to Exhibit "A", Task I(1), sufficient advance notification shall be understood to mean a period of not less than ten (10) working days prior to said meeting.
2. With regard to Exhibit "A", Task I(2)(3), performance of services and work schedules shall be mutually agreed to by the Council and Local Government determinate upon type, amount, and complexity of service requested.
3. Requests for Planning Services and meeting attendance shall be submitted in written form for clarification purposes.

Task III: Requests for written work products and work product approval

1. When the services mutually agreed upon per Exhibit "A", Task II(2) require written work products, any preliminary draft versions of a written work product shall be furnished to the Local Government for review and comment. The Local Government shall provide comments on a preliminary draft version of a work product to the Council within fifteen (15) days (excluding weekends and holidays) of receiving the preliminary draft. These comments shall reflect any changes in the preliminary draft work product needed to create an acceptable and approvable final document by the Local Government. A final document product will be presented to the Local Government for review and approval incorporating any changes required by the Local Government after review of the preliminary draft(s).
2. The Local Government shall provide the approval of the final document product, in writing or by official action, within fifteen (15) days (excluding weekends and holidays.) After fifteen (15) days, if no refusal or approval is made, the Council shall consider the lack of refusal or approval to be an official approval. Local approval of the work product is independent of formal adoption of a work product by the Local Government and any approvals granted by any other agency.

EXHIBIT "B"

1. The Council shall be compensated for the actual costs of professional services rendered. Council shall submit monthly invoices to the Local Government in accordance with the actual costs incurred. The invoices shall be due and payable by the Local Government upon their receipt of same.
2. Direct Charges: The Local Government shall be responsible for the actual direct costs and expenses incurred by Council for the provision of the planning services; said direct costs and expenses shall include but not be limited to time of personnel, supervision of personnel, travel, graphics, and reproductive costs.
3. Other Direct Charges (indirect) : Council shall also charge Local Government for indirect costs associated with the planning services. (depreciation, insurance, etc.)
4. Charges for personnel time shall be assessed at the most current hourly rate* schedule, to include salary and fringe benefits of staff involved. The following staff may work on the project. Other staff not listed may be required to work on the project.

Hourly Rate* Schedule (Effective October 1, 2013)

Planning Director	\$64
Senior Planner	\$42
Principal Planner	\$36
Secretarial (Average)	\$39

*Rate varies monthly because of paid leave time used.

Agenda Memorandum – *City of Inverness*

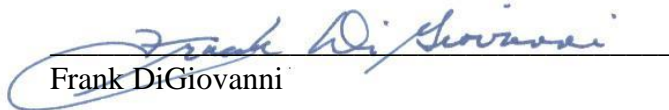
DATE: September 13, 2013
ISSUE: 2013-14 Fund Balance Appropriations
FROM: City Manager
CC: City Clerk, Finance Director
ATTACHED: Memorandum by Sheri Chiodo
Resolution

The proper appropriation of funds by the Elected Body is crucial. On an annual basis, City Council receives a recommended allocation of available funds to specific purposes. The action on our part is mostly ministerial.

A Resolution has been created to support the recommended action for the 2013-14 Fiscal Year. The total amount of this action is \$19,426,792, found on Exhibit A of the enclosed Resolution.

Recommended Action –

1. Motion and second to read the Resolution by title
 - a. Clerk reads Resolution title
2. Deliberate
3. To proceed, motion and second to adopt the Resolution by roll-call


Frank DiGiovanni



FINANCE DEPARTMENT

212 W. Main Street
Inverness, FL 34450
(352) 726-5016 Phone
(352) 726-5534 Fax

Memorandum

To: Frank DiGiovanni, City Manager

From: Sheri Chiodo, Director of Finance

CC: Debbie Davis, City Clerk

Date: September 25, 2013

Reference: Fiscal Year 2014 Fund Balance Designations

Annually through the budgetary process, Council establishes fund balance designations and reserves for future intended uses.

The Fiscal Year 2014 budget establishes designations totaling \$19,426,792. Exhibit A of the enclosed resolution identifies those designations. Forwarded is the recommended resolution format for council adoption and an Exhibit A, which details the Fund Balance designations by Fund and type.

Designations are earmarked for specific purposes and may be amended during the budgetary process annually by recommendation of the City Manager and adoption of a resolution by City Council. Designations remain until amended, deleted or appropriated for expenditure.

RESOLUTION 2013-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INVERNESS, FLORIDA ESTABLISHING FUND BALANCE RESERVE DESIGNATIONS FOR FISCAL YEAR 2014 AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Inverness desires, from time to time, to earmark or segregate unreserved, undesignated Fund Balance for planning and preparing for future uses; and

WHEREAS, the City Council desires to regulate the use of said funds, and allow their appropriation for expenditure only under specific circumstances and with appropriate controls for the protection of the City's interest,

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF INVERNESS as follows:

Section 1. That the unreserved, undesignated Fund Balance of any governmental fund may be, from time to time, earmarked or segregated for purposes identified by the City Council, by resolution.

Section 2. That designations of Fund Balance created under Section 1 of this resolution may be amended, increased, decreased or appropriated, by recommendation of the City Manager and upon adoption of a resolution of the City Council.

Section 3. That the designations listed in Exhibit A attached are hereby established effective October 1, 2013 and shall remain until amended, deleted or appropriated for expenditure by the City Council.

Section 4. All resolutions or parts of resolutions in conflict herewith shall be and hereby are repealed.

Section 5. That this resolution shall become effective on October 1, 2013.

PASSED AND ADOPTED this ____ day of October, 2013.

CITY OF INVERNESS

By:

Linda Bega
President of City Council

ATTEST:

DEBORAH DAVIS
City Clerk

**EXHIBIT A
RESOLUTION 2013-**

<u>DESIGNATION/RESERVES</u>	<u>AMOUNT</u>
<u>GOVERNMENTAL FUNDS</u>	
<u>GENERAL FUND (0001)</u>	
<u>COMMITTED FUND BALANCE</u>	
LAND ACQUISITION RESERVE	\$ 950,000
IGC BUILDING MAINTENANCE RESERVES	\$ 323,892
CAPITAL EQUIPMENT PURCHASES	\$ 792,000
TORT LIABILITY	\$ 300,000
TOTAL GENERAL FUND COMMITTED FUND BALANCE	\$2,365,892
<u>RESERVED FUND BALANCE</u>	
PRE-PAID ITEMS	\$ 2,600
RESERVE – CARRY-FORWARD BUDGETS	\$ 33,025
TOTAL GENERAL FUND RESERVED FUND BALANCE	\$ 35,625
<u>UNASSIGNED FUND BALANCE</u>	<u>\$3,251,741</u>
TOTAL GENERAL FUND - FUND BALANCE	\$5,653,258
<u>WHISPERING PINES PARK FUND</u>	
<u>UNASSIGNED FUND BALANCE</u>	<u>\$ 372,412</u>
TOTAL WHISPERING PINES PARK FUND BALANCE	\$ 372,412
<u>ROAD IMPROVEMENT FUND</u>	
RESERVE – ROAD IMPROVEMENTS	\$ 154,695
TOTAL ROAD IMPROVEMENT FUND	\$ 154,695
<u>CAPITAL IMPROVEMENT FUND</u>	
DESIGNATED FOR CAPITAL PROJECTS	\$6,383,767
TOTAL CAPITAL IMPROVEMENT FUND	<u>\$6,383,767</u>
TOTAL GOVERNMENTAL FUNDS	<u>\$12,564,132</u>
<u>PROPRIETARY FUNDS (ENTERPRISE)</u>	
<u>REVENUE FUND</u>	
UNRESTRICTED	\$ 571,290
TOTAL REVENUE FUND	<u>\$ 571,290</u>
OPERATIONS AND MAINTENANCE FUND	
RESTRICTED – CUSTOMER DEPOSITS	\$ 167,324
RESTRICTED- CAPACITY FEES	\$ 565,534

TOTAL RESTRICTED RESERVES	\$ 732,858	
UNRESTRICTED	\$2,854,505	
TOTAL OPERATIONS AND MAINTENANCE		<u>\$3,587,363</u>

RENEWAL AND REPLACEMENT FUND-UTILITIES

DESIGNATED – CAPITAL EQUIPMENT FUND	\$ 465,000	
UNRESTRICTED FUND BALANCE	\$ 25,000	
DESIGNATED CARRY-FORWARD RESERVES	\$ 643,825	
TOTAL RENEWAL AND REPLACEMENT FUND		<u>\$ 1,133,825</u>

CEMETERY FUND

RESERVE FOR PERPETUAL CARE	\$ 615,004	
UNRESTRICTED FUND BALANCE	\$ 93,525	
DESIGNATED CARRY-FORWARD RESERVES	<u>\$ 90,000</u>	
TOTAL CEMETERY FUND	<u>\$ 798,529</u>	

RESERVE FOR TRANSPORTATION IMPACT FEES	<u>\$ 362,083</u>
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RESERVE FOR PENSION FUND ASSETS	<u>\$ 380,242</u>
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RESERVE FOR ICRA – COMPONENT UNIT	<u>\$ 29,328</u>
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<u>TOTAL RESERVES AND FUND BALANCES</u>	<u>\$19,426,792</u>
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Agenda Memorandum – *City of Inverness*

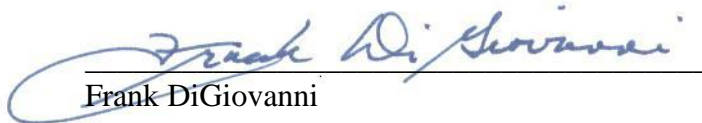
DATE: September 13, 2013
ISSUE: Utility System Fee Resolution
Technology Charge to Improve Meter Reads and Leak Detection
FROM: City Manager
CC: City Clerk and Finance Director
ATTACHED: Memo by Sheri Chiodo
Resolution

The project to remove and replace all utility system semi-automated water meters and move to a fully automated “live” system includes a unit Technology Fee of \$.92 per month. The charge is calculated to be implemented to partly fund and maintain the automated system. The project is under a performance based contract whereby the majority of program costs are funded by savings. The technology fee bridges the gap (savings vs. cost) and will be restricted for purposes of constructing and maintaining the automated system only.

Fees and charges are established by Resolution, which is included in the packet.

Recommended Action –

1. Motion, second and vote to read the Resolution by title;
 - a. Clerk reads Resolution title
2. Council deliberates; to proceed,
3. Motion and second to adopt the Resolution by roll-call



Frank DiGiovanni

FINANCE DEPARTMENT



212 W. Main Street
Inverness, FL 34450
(352) 726-5016 Phone
(352) 726-5534 Fax

Memorandum

To: Frank DiGiovanni, City Manager

From: Sheri Chiodo, Director of Finance

CC: Debbie Davis, City Clerk
Paula Carnevale, Assistant Finance Director

Date: September 25, 2013

Reference: Utility Technology Fee to Off-Set Costs of Automated Metering Infrastructure

SUMMARY

Proposed utility technology fee of \$0.92/month per meter location to off-set the cost of the City's new fixed based meter infrastructure system.

BACKGROUND

City Council contracted with Energy Systems Group (ESG) on September 3, 2013 to acquire and implement new technology to retrofit all water meters with fixed based meter infrastructure technology. The purpose of the program is to improve accuracy of meter reading, reduce meter tampering and provide early leak detection notification to customers when leaks occur.

The proposed plan includes the adoption of a \$0.92/month technology fee to be levied to each location where a retrofit meter is installed for service. The fee will be billed on a monthly basis commencing with the first bill after installation and will be billed on the customer's monthly utility billing statement.

The proposed fee is calculated on the direct benefits to the customer to receive leak detection notification in a reduced timeframe. Currently leaks are not identified by the City at individual locations for up to a month after onset. Early notification of leaks, especially those that are not minor in nature, can relate to \$100's of dollars of savings to the individual customer in the cost of lost water.

FISCAL IMPACT

The fee is proposed in the amount of \$0.92/month (\$11.04 annually) per customer for the purpose of off-setting the costs of the new technology. The projected annual revenue for this fee is \$48,499 which will be restricted for the use of paying technology costs related to the automated metering infrastructure.

RESOLUTION 2013- 22

A RESOLUTION OF THE CITY OF INVERNESS, FLORIDA CREATING A UTILITY TECHNOLOGY FEE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Inverness has acquired and is implementing new technology to retrofit all water meters with fixed based meter infrastructure technology to greatly reduce meter operational cost and to improve accuracy; and

WHEREAS, the new meters are capable of flagging potential leaks in the customers system and will provide immediate notification of meter tampering; and

WHEREAS, City Council recognizes the benefit to utility customers to be able to provide leak detection notification to customers in a reduced timeframe; and

WHEREAS, City Council finds it necessary and desirable to adopt a technology fee to offset the annual costs of the fixed based metering technology:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inverness, Citrus County, Florida, that:

1. A technology fee is hereby established in the amount of \$0.92 per month for the purpose of off-setting the costs of the fixed based meter infrastructure system.
2. The fee levied pursuant to this resolution shall be paid by utility customers who have a retro-fit meter installed at their location.
3. Said fee shall be billed on the customer's monthly utility billing statement.
4. The Resolution shall take effect immediately upon adoption.
5. **PASSED AND ADOPTED** this 1st day of October, 2013.

CITY OF INVERNESS

By: _____

Linda Bega
President of City Council

ATTEST:

Deborah Davis
City Clerk

Agenda Memorandum – *City of Inverness*

DATE: September 26, 2013

ISSUE: Southwest Florida Water Management District (SWFWMD)
Cooperative Funding Initiative (CFI)

FROM: Frank DiGiovanni

CC: Debbie Davis, Katie Cottrell, Cheryl Chiodo

Attachment: Funding Information Letter to SWFWMD
CIP Utility Allocation Sheet

On August 8, 2013 we became aware by residents of Sweetwater Pointe, a subdivision off Old Floral City Road (outside of the City limits), of their desire to have the benefit of reclaimed water brought to this subdivision for the purpose of fire flow and irrigation. The residents took the initiative to contact SWFWMD who, in turn, was going to assist the City to apply for funds under the Cooperative Funding Initiative (CFI).


In further discussion with the residents, it was determined that Sweetwater Pointe was also in discussion with Citrus County regarding an extension of potable water into this area via a County owned small utility system (Rosemont/Rolling Green) the same system the City is considering acquiring from the County. The potable water extension would provide a central water system that would not have the capacity to provide fire flow; hence the reason the residents wanted reclaimed water.

We have moved beyond initial conversations and scope. Residents of Sweetwater Pointe, the County, and the City are in agreement that the best course of action would be to abandon the concept of providing reclaimed water to this subdivision. Fire flow and centralized potable water can be obtained from the City's purchase of the small utility and interconnection to the City's central water supply. (Easier and better)

Back to complexity; the City is preparing a Cooperative Funding Initiative application to SWFWMD to fund 50% of the proposed project. If approved, the City's matching fund in the adopted Capital Improvement Plan for Fiscal Year 2015 is \$234,360. There is no guarantee we would receive an award, but if this works as conceived, the people would be much better served with a reliable water supply, gain fire-flow, and the City Utility customer base would add 185 unit points of service.

Recommended Action

Motion, second and vote to authorize that we proceed to make application through the Cooperative Funding Initiative program and authorize the City Manager to execute the necessary documents for the submittal.


Frank DiGiovanni

Administrative Offices
212 West Main Street, Inverness Florida 34450
www.Inverness-FL.gov



City of Inverness

Administration
212 West Main Street
Inverness, Florida 34450
www.Inverness-Fl.gov

(352) 726-2611

FAX (352) 726- 0607

October 1, 2013

Southwest Florida Water Management District
2379 Broad Street
Brooksville, Florida 34604

Attn: Cooperative Funding Program Administrator

Subject: *Sweetwater Pointe/Rosemont Rolling Green/City of Inverness "Interconnect"*
Funding Information

Dear Cooperative Funding Program Administrator:

The City of Inverness has submitted the above referenced Cooperative Funding Initiative (CFI) application for your consideration. We have detailed the matching funds as stated below.

The City of Inverness is committed to funding the CFI project *Sweetwater Pointe/Rosemont Rolling Green/City of Inverness "Interconnect"* and have sufficient matching funds (\$234,360) in the City's FY 2015 CIP budget. See attached budget document.

If there are any questions or additional information needed, please contact Katie Cottrell, Public Works Director at (352) 726-3913.

Sincerely,

Frank DiGiovanni, City Manager

CC: Thomas Dick, Assistant City Manager
Katie Cottrell, Public Works Director
Cheryl Chiodo, Finance Director

CAPITAL IMPROVEMENT PROGRAM
WATER/SEWER LINES
FY 2014

WATER/SEWER LINES	PROJECT COSTS	REVENUE SOURCES
PROJECT		
Acquisition - County Utility Areas	250,000	Loan Proceeds
Automated Meter Reading Collection System	1,650,014	Lease Proceeds
Water Line Replacements/Upgrades	35,000	Water/Sewer Revenue
Sewer Lateral Replacements	20,000	Water/Sewer Revenue
Sewer Line Replacement Program- In-City	20,000	Water/Sewer Revenue
Water Line Extensions-In City	10,000	Water/Sewer Revenue
Water Line Extensions - Out of City	10,000	Water/Sewer Revenue
TOTAL PROJECT COSTS	\$ 1,995,014	